



## **SPECIAL PROJECTS/EQUIPMENT DIRECTOR**

*Review date: April 2021*

*Reviewed by: SJ*

### **Position Summary:**

- The Special Projects and Equipment Director is responsible for the execution of all projects approved by the Executive Committee and for all equipment related matters. Without limiting the generality of the foregoing, the Special Projects & Equipment Director shall:

### **Specific Responsibilities would include, but not be limited to:**

#### **Attendance at all Board meetings**

- Schedule of Board meetings will be sent out for the year to all directors
- Monitor the equipment of the association and work with the Finance Director and Executive Committee to prepare an equipment budget for each hockey season, taking into account equipment needs to be repaired or replaced, or increase demands for certain equipment.
- Work with equipment suppliers to ensure that any equipment that has been ordered is delivered as requested and on time.
- Review and approve all invoices relating to equipment purchases or repairs and advise the Finance Director as to whether or not such invoices are accurate.
- Distribute equipment, pucks, puck bags, cones, first aid kits to coaches, for the tryouts and then for the start of the new season.
- Maintain records of equipment distributed to all teams.
- Ensure the appropriate deposit has been made.
- Establish and maintain a system to facilitate the organized return of equipment.
- Report any equipment outstanding past the deadline established for return, to the appropriate director and individuals.
- Ensure that equipment is repaired during the off season, as required. Ensure the first aid kits are replenished during the summer.
- Maintain and monitor accurate inventory.
- Perform such other duties as the President may direct.

### **Qualifications would include, but not be limited to:**

- CMHA Member in good standing.